

Chief, Personnel Branch

9 August 1948

Chief, FBIB

Exception to Administrative Instruction 20-16, dated 4 December 1947,
in the case of [redacted]

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1. Attached hereto recommendation for promotion from CAF-4 to
CAF-5 for [redacted]

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2. It is requested that an exception to Administrative Instruction
20-16, dated 4 December 1947, be made in this case.

3. [redacted] reported to FBIB on or about 1 June 1948 for assign-
ment as CAF-4, Clerk-Stenographer, in the Special Reports Division. Due
to the unexpected resignation of the Administrative Assistant and Secre-
tary to the Chief, FBIB, [redacted] was temporarily assigned to this
position. While totally unfamiliar with this organization and with the
duties required of a person in this position, [redacted] performed
these duties in a very competent manner, displaying outstanding secre-
tarial and clerical skill. She performed these Grade CAF-7 duties
during the period 1 June to 28 June 1948.

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4. The new Administrative Assistant and Secretary to the Chief,
FBIB, reported for duty on or about 28 June 1948. Due to the unexpected
resignation of the Secretary to the Deputy Chief, FBIB, [redacted] was,
on 28 June 1948, assigned as Secretary to the Deputy Chief, FBIB, which
position is Grade CAF-6. She has actually performed these duties since
28 June 1948 in an outstanding manner.

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5. [redacted] has demonstrated clearly and beyond any doubt
whatsoever since her assignment to this Branch on or about 1 June 1948
that her secretarial skill is far superior to that required of CAF-4
secretaries, and has performed the duties of a CAF-7 in a very competent
manner and those of Grade CAF-6 in an outstanding manner.

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6. It is believed that an exception should be made in this case
and that [redacted] should be promoted immediately in recognition of
her outstanding performance since her assignment to this Branch.

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prior to individual classification action.

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L. K. WHITE

Attachment
Forms 37-3

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